

FILED: Equip. Supply
RETURN TO
RECORDS MANAGEMENT DIVISION

10 December 1954

Chief, Supply Division/LO

Chief, Records Management Division/MS

Procurement of Portable Desk Trays

1. In accordance with the understanding reached in a discussion with [redacted] of your office and [redacted] of this office, we are requesting that you procure 1400 portable desk trays. We have on hand specific requests for 1188 trays. The extra 212 trays are to be stocked in anticipation of additional requests to be received. It is also our understanding that upon delivery of the trays [redacted] we will notify the requesting offices, to requisition the trays from stock in accordance with your usual requisitioning procedure.

2. In developing the tray, two companies submitted samples with prices ranging from \$5.00 to \$14.00. Two other companies, although they did not submit samples, indicated a desire to bid on the contract. Inasmuch as the price differences are attributed largely to differences in design, an agreement was reached with [redacted] the Procurement Division to obtain the bids, using very general specifications in order to take advantage of any design improvements or simplifications developed by the bidders. These general specifications are attached, and as agreed with [redacted] we will work with his office in making any necessary modifications. The companies requesting an opportunity to bid are as follows:

- a. The Safe Masters Company
- b. Acme Visible Records Inc.
- c. Herring-Hall-Hall Marvin Safe Company
- d. Record Files, Inc.

3. The portable desk tray was developed under the Records Management Program for the primary purpose of conserving space in safe type file cabinets now used for overnight storage of current working papers. These initial requirements for the trays were obtained from the Area Records Officers of each major office, who also, estimated the amount of safe cabinet space that could be saved through the use of trays in the suggested manner. The estimated saving in terms of safe cabinet space is substantially more than the

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cost of the trays, and for this reason we feel that the program is well worth while. After the distribution of this initial order, it is planned to appraise the effectiveness of the program before requesting that you make the trays a stock item on a continuing basis.

Attachment

JS 12/10/54
MS/RMD/TLS:ghk (10 December 1954)
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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment